

## **PROVIDER'S GUIDE TO RECEIVING & COMPLETING A STANDARD SELECTION QUESTIONNAIRE (SSQ)**

1. There is at least 3 ways to receive a SSQ:-

- By direct invitation (as part of an Open Procurement Procedure);
- By responding to an advertisement (a published contract notice - as part of an Open or Restricted Procurement Procedure);
- By general enquiry (usually at the time of SSQ going out as part of a tender);

SSQ's are not restricted to a pre-determined list of providers. They can be obtained (free of charge) by anyone requesting them and wishing to forward an expression of interest.

2. Once received, check to ensure that you have all information at hand to allow you to complete the SSQ before going any further. Follow the instructions for completion carefully after first reading through all of the documentation. Note the last date for return of your submission (if linked to a specific procurement). Re-check the SSQ prior to submitting, however if you believe you have neglected to complete any parts having submitted the SSQ, inform the sender immediately.

3. Carefully complete the SSQ as required ensuring that you have answered all of the questions in all of the sections comprehensively and in clear format. Avoid answering questions with "please refer to the attached" (unless specifically requested). The SSQ allows you to self-certify that the relevant information (i.e. accompanying documents / formal evidence) is available on request (such a request for formal copies of documents, policies and /or procedures being made by the Council if your organisation is successful in being awarded a contract).

It should be remembered that Project Officers involved in the evaluation of a tender often judge Providers' submission's as a 'measure' of the company's capabilities and will not be impressed by poorly presented text.

4. In completing the SSQ you should note that certain sections relate to either discretionary and/or mandatory exclusion grounds and it is recommended that you read Annex A to the SQQ which explains the grounds for exclusion.

5. Once you are happy that everything in the SSQ has been completed as comprehensively as possible, is presented in a clear, easy-to-read format, without errors or ambiguity, your submission can then be returned, as per the given instructions, ensuring that it is within the stated time frame as waiver's will not be granted for late submissions.

**PLEASE MAKE YOUR SUBMISSION COUNT - YOU WILL ONLY GET ONE CHANCE TO BE SHORTLISTED TO RECEIVE TENDER DOCUMENTS.**

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